

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

561
Cp2

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

Office of
Research Administrator

October 5, 1950

Staff Memorandum No. 4

Use of Automobile

Under authority contained in the Appropriation Act for the F.Y. 1951 a passenger carrying automobile has been purchased for the official use of the ARA Administrator and members of his staff. The following rules are hereby promulgated with regard to the use of this automobile:

1. The automobile will be generally available for the official use of members of this office. Under no circumstances is it to be used for purposes other than the transaction of official business and no one shall be carried as a passenger unless his presence is officially necessary.
2. Neither anticipated conditions of use nor available funds warrant the employment of a chauffeur. Therefore it will be necessary for staff members using the car to drive it themselves, except under unusual circumstances; for example, if an employee finds it necessary to make a trip to a location near which parking is not available an effort will be made to have some other employee drive him there and return the car to the Department reservation. In such cases it may also be possible to have the employee picked up at the conclusion of his business. Since the car is titled in the District of Columbia it will be necessary for anyone driving it to have a D.C. driver's license. It is understood that persons having driver's licenses issued by the States of Maryland or Virginia can obtain a D.C. driver's permit without taking an actual driving test. However they will be required to answer certain questions concerning traffic regulations and safe driving practices. While it will not be required, it is believed that for their own protection, persons driving this car should have liability insurance. In the event of accident persons damaged may sue the driver of the car as well as the owner.
3. Responsibility for assignment of the automobile is a function of the immediate Office of the Administrator and will as a general rule be exercised by the Office of the Assistant Administrator for Management. Those desiring to use the car should notify Mr. Spencer's Office stating the time when they would like to have the car, the estimated time of use, and the purpose of the trip. This notice should be given as far as possible in advance of the time when use is desired. Upon approval of the request Mr. Spencer's Office will either have the car brought to the north front of the Administration Building or will make arrangements for the user to get it from the garage.

- CONFIDENTIAL
- 42-1117-1000
4. In general the car will not be available for long trips since the frequent need for it in the immediate area of Washington will be such as to preclude its absence for long periods. Any exceptions to this rule will have to be justified by an unusual need which cannot be satisfactorily met by other means, or through economies to be realized by joint use by several members of the staff having business in the same area.
 5. There will be a card in the glove compartment of the car giving information as to the use of credit cards, the course to be followed in case of mechanical trouble, etc.

P. V. Cardon
Administrator